



# CONVERSION OF NCAS KEY TO SAP

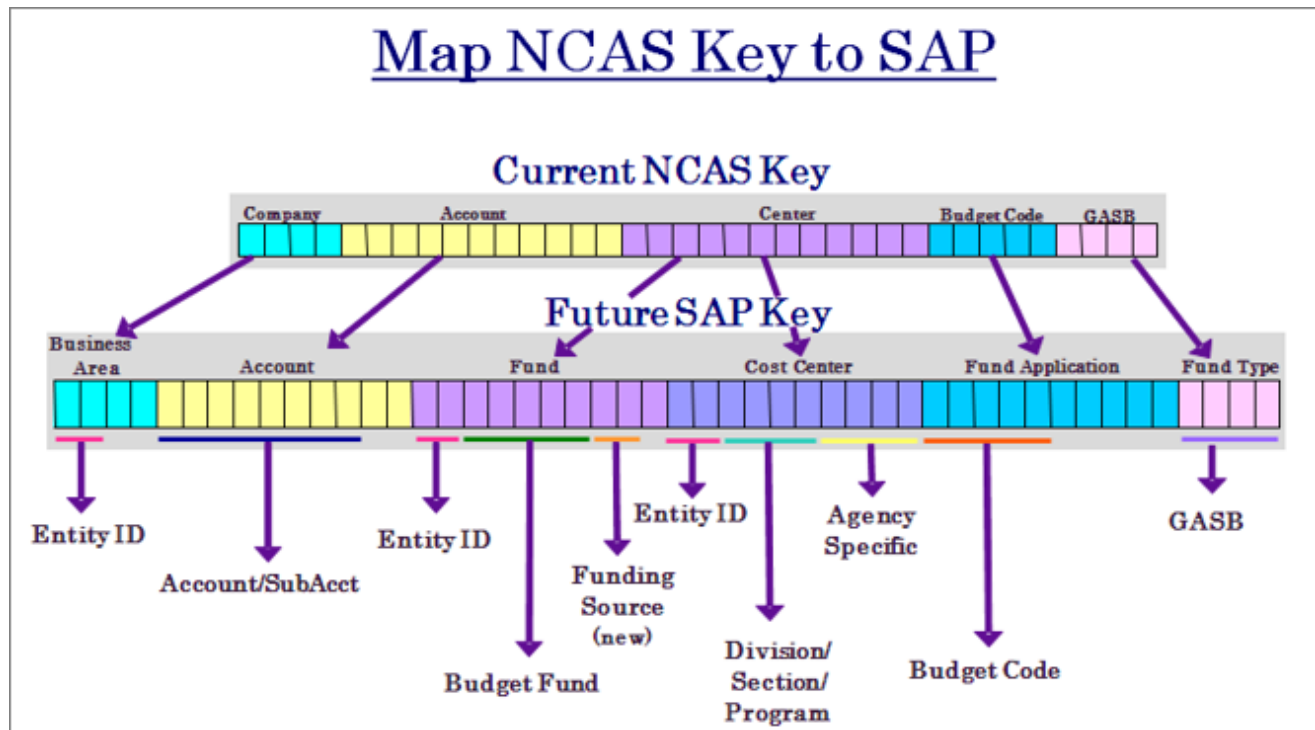
## JOB AID FN-5

FN

The purpose of this Job Aid is to demonstrate how an NCAS Key is mapped to SAP.

### Data Mapping for Conversion of NCAS to SAP

A general overview of the mapping of NCAS data to SAP



### SAP Company Field

There are two Company Codes in SAP - **NC01** and **NC02**.

Company Code **NC01** represents all agencies which use the North Carolina Accounting System (NCAS).

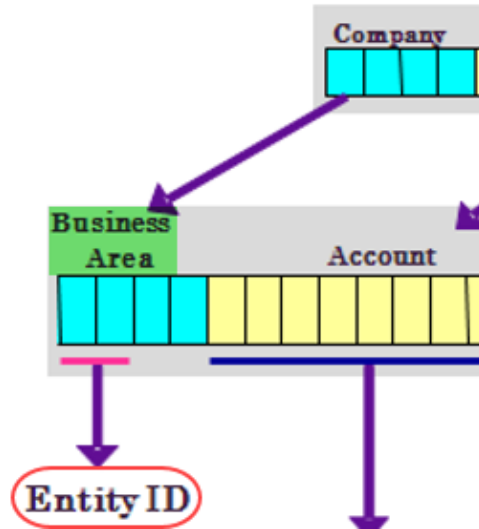
Company Code **NC02** on the other hand, represents all interface agencies: DOT and the divisions of ESC and DWS within the Department of Commerce.

## SAP Business Area Field

The first two positions of NCAS company converts to first two positions of SAP **Business Area**. The second two digits of the **Business Area** will then be '00'.

- Example: **Company** 1401 in NCAS will be **Business Area** 1400 in SAP.

The Department of Health and Human Resources is an exception to this conversion method. Within DHHS Companies, 20-30 go to business area 2x00 while Companies 31-3D go to business area 3x00.



## Business Areas in SAP

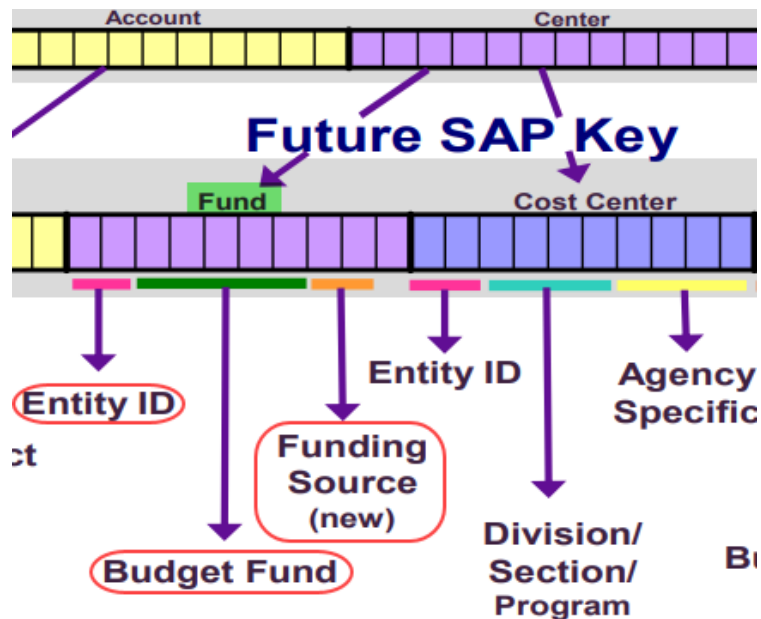
Agency ID	Agency Name	Business Area	Company Code Linked to
0A	NC Housing Finance and Finance Agency	0A00	NC02
01	General Assembly	0100	NC01
02	Indigent Defense Services	0200	NC01
02	Administrative Office of the Courts	0200	NC01
02	Commission and Conferences	0200	NC01
03	Office of the Governor/OSBM	0300	NC01
04	Office of the Lt. Governor	0400	NC01
05	Department of Secretary of State	0500	NC01
06	Office of the State Auditor	0600	NC01
07	State Treasurer Administration	0700	NC01
08	Department of Public Instruction	0800	NC01
09	Department of Justice	0900	NC01
10	Department of Agriculture and Consumer Services/State Fair	1000	NC01

Agency ID	Agency Name	Business Area	Company Code Linked to
11	Department of Labor	1100	NC01
12	Department of Insurance	1200	NC01
13	Department of Administration	1300	NC01
13	Office of State Human Resources	Z101	NC01
14	Office of the State Controller (OSC)	1400	NC01
15	Department of Transportation (DOT)	1500	NC02
16	Department of Environmental Quality (DEQ)	1600	NC01
17	Wildlife Resources Commission	1700	NC01
19	Department of Public Safety	1900	NC01
20-30	DHHS – Main	2X00	NC01
31-3D	DHHS – Hospital	3X00	NC01
40	Department of Military and Veterans Affairs	4000	NC01
41	Information Technology Services (ITS)	4100	NC01
43	Department of Commerce	4300	NC01
44	Employment Security Commission	4400	NC02
45	Department of Revenue (DOR)	4500	NC01
46	Department of Natural and Cultural Resources (DNCR)	4600	NC01
47	Department of Crime Control and Public Safety	4700	NC01
50	Community College System Office	5000	NC01
60	State Board of Elections	6000	NC01
6A	Comprehensive Major Medical Plan	6A00	NC01
61	NC Education Lottery	6100	NC01
67	Office of Administrative Hearings	6700	NC01
70	Rules Review Commission	7000	NC01
71	Clerk of Superior Court	7100	NC01
72	Court of Appeals	7200	NC01
87	NC School of Science and Math (NCSSM)	8700	NC01
P0	Central Payroll	P000	NC01
A9	Board of Electrolysis	A900	NC01
B0	Board of Barber Examiners	B000	NC01
B1	Board of Cosmetic Art	B100	NC01
B2	Board of Opticians	B200	NC01
B3	NC Psychology Board	B300	NC01
B5	Auctioneer License Board	B500	NC01

## SAP Fund

Fund mapping is described below:

- Positions 1-2 are equal to current NCAS Agency ID number. For example, DOT=15, OSC= 14, DOA= 13, etc.
- Positions 3 - 7 represents the OSBM budget fund code.
- Positions 8 - 9 indicate a funding source.
- Potential funding sources are:
  - 01 General Appropriations
  - 02 Appropriations – State Match
  - 03 Appropriations – Local Match
  - 04 Federal Funds
  - 05 Other Receipts
  - 06 General Fund Obligation Bonds
  - 07 Revenue Bonds
  - 08 Other Borrowing
  - 09 Local Funds
  - 10 Highway Funds
  - 11 Appropriations/Tuition (for universities only)
  - 99 Undesignated (must be cleared by month end)



## SAP Cost Center

There is not a consistent method for converting centers. The majority of agencies use the standard center structure: The NCAS center contains the fund in position 1-4 for all agencies. The remaining positions are used differently by agency but generally 5-8 are the cost center, and positions 15-18 are grant or project.

The NCAS Center format for each agency follows.

Company Code	Agency	Center format
10	Agriculture	4-4-2
1A	Agriculture	4*
04	Lt Governor Office	4*
05	Secretary of State	4*
06	Office of State Auditor	4-4-4
6A	Major Medical	4*
07	Treasurer	4-4
09	Justice	4-4
11	Labor	4-4-2
12	Insurance	4-4
13	Administration	4-4-2
14	Office of the Controller	4-4
16	Dept of Environmental Resources	4-4-4
18	Juvenile Justice	4-4-4
20	DHHS –Central Administration	4-4-2
21	DHHS – Aging	4-4-2
22	DHHS- Child Development	4-4-2
23	DHHS – Office of Education Services	4-4-2
24	DHHS – Dept Social Services	4-4-2
25	DHHS – Dept Medical Assistance	4-4-2
26	DHHS – Dept Blind Services	4-4-2
27	DHHS – Dept Facilities Services	4-4-2
28	DHHS –Dept Voc. Rehabilitation	4-4-2
30	DHHS- Dept Mental Health	4-4-2
2A	DHHS – Dept Disability Services	4-4-2
2B	DHHS – Dept Public Health	4-4-2
32	DHHS- Western	4*
34	DHHS- Murdoch	4*
35	DHHS – Caswell	4-4
37	DHHS – Broughton	4*
39	DHHS- John Umstead	4-4
43	Commerce	4-4-2
45	Revenue	4-4
50	Community College	4-4-2
60	Elections	4*
61	NC Lottery	4-4
67	Administrative Hearing	4*
87	NC School of Science and Math	4-4
B0	Barber Examiner	4*
B1	Cosmetic Arts	4*
B2	Board of Opticians	4*
B3	Board of Psychologists	4*
B5	Auctioneer Licensing	4*

*\*Some agencies only use the fund (position 1-4). Because SAP requires a cost center, the fund will be duplicated and used as the cost center in those situations.*

Below is the list of agencies that do not follow the standard center structure.

Company Code	Agency	Center format
02	Administrative Office of the Courts	4-4-4
03	Governor's Office	4-3
08	Dept of Public Instruction	4-5-3
17	Wildlife	4-4-4
41	ITS	4-5
42	Dept of Correction	4-1-4
46	Cultural Resources	4-3-1-2
47	Crime Control	4-3-2-3

